



NOTES FROM THE DIRECTORS

OSA OFFICE HOURS WEBINAR

Our next OSA Office Hours webinar is scheduled for tomorrow, Thursday, March 16th from 9:30 - 10:30. We'll highlight the information regarding upcoming Spring test administration in this webinar. Access information for the webinar is as follows:

- From your computer, go to the [GlobalMeet login page](#).
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone." (*A supplemental calendar invite containing a one-page audio connection reference guide will be emailed prior to the webinar.*)

If you are not able to join us, the recorded webinar will be available on our website within about a week.

ACT Aspire Assessment

The upload of 9th and 10th grade student data into the Aspire portal is complete. Educators can now log in to confirm and edit student data, enter Personal Needs Profiles, and set up paper and online test sessions.

Forward and DLM Assessments

Please ensure your Forward and DLM confidentiality agreements are signed and returned to osamail@dpi.wi.gov before the start of the test window, March 20th.

Significant Medical Emergency Form - The OSA team has created a guidance document for districts to use in cases of a significant medical emergency whereas a student is unable to complete the required testing. This form is posted on the [Assessment Forms Webpage](#) and should be maintained within the district. Please remember to code all reasons for 'not tested' in the assessment portals.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Forward Exam

- **REMINDER - Test Administration Manual Update**
 - Please note that we have made a small change on the test administration script located in the Test Administration Manual. No content has been changed, just the arrangement of a small section. This change applies only to pages 21 and 22. The most updated version of the manual is now available on our website and should be used for testing.

- **REMINDER - Listening Scripts Accommodation**

- We have been getting many requests for the listening scripts accommodation. This accommodation will only be approved for a very small number of students across the state. As a reminder, listening scripts may be provided to test administrators working with students who are deaf or hard of hearing that are unable to access the embedded listening passages via the embedded audio through VSL or closed captioning. The Test Examiner should read the passages aloud to the student, allowing the student access to view the Test Examiner's face while reading.

If you have questions about this accommodation, please email osamail@dpi.wi.gov for clarification.

- **REMINDER - Text Dependent Analysis Checklist**

- It is important to note that the TDA checklist included in the TDA Sampler will not be available during test administration. It is important that students review and prepare with this question type in the OTTs and the TDA sampler ahead of time.

- **REMINDER - Online Tools Trainings**

- As a reminder, the OTTs provide a hands-on preview of the item types included in the Wisconsin Forward Exam. Students can practice signing on, selecting a test session, responding to different item types, using the many tools available in the testing system, and navigating the review screen.

Test Administrators and students may notice that some items are repeated in the TDA (session 1) and Reading (session 4) sessions of the ELA OTTs. Items are also repeated within grade bands of 3-4, 5-6, and 7-8 ELA OTTs. Please be aware that this will not be the case for the actual test. More information about this is included in the [Test Administration Manual](#), page 12.

- **REMINDER - New Resources Available**

- [Test Administration Manual](#)
- [eDIRECT User Guide - Students and Testing](#)
- [Student Tutorials](#)
- [Administrator Tutorials](#)
- [Online Tools Trainings](#)
- [2017 Forward Exam DAC Pretest Training - Recorded Version](#)
- [District and School Assessment Coordinator Guide](#)

ACT HIGH SCHOOL ASSESSMENTS

ACT with writing and ACT WorkKeys

- **REMINDER - Returning Materials to ACT**

- FedEx is scheduled to pick up accommodations materials on March 16 and makeup test materials on March 23.

- **REMINDER - Ordering Materials for MakeUp Testing**

- Refer to p. 59 of the Test Administration Manual for eligibility criteria for makeup testing.
- **Ordering for makeup date materials is open until 11:59pm, Wednesday, March 15.**
- See emails from ACT sent 2/27 and 3/1 for [instructions on ordering makeup materials](#).
- Place the order for "WI MakeUp Kit".

Aspire Early High School

- **NEW - Invitation to Infrastructure Trial practice environment in Aspire Portal**
 - This week, Aspire portal users will receive an email invitation from ACT Aspire to access the Infrastructure Trial tenant.
 - An Infrastructure Trial is a sandbox environment of a computer-based assessment that allows schools and districts to practice using the Portal without affecting live student data.
 - For instructions on how to use the practice tenant, refer to the [ACT Aspire Infrastructure Trial Guide](#)
 - Another resource is the recorded webinar, *Infrastructure Trial Overview*.
 - To access the recorded webinar, go to <https://actaspire.tms.pearson.com/> then enter your email address and click on “Pre-Test Tech Readiness” in the Categories column on the left-hand side. Then select the *Infrastructure Trial Overview* webinar.
- **REMINDER - Register for the Test Administration Training Webinar**
 - The webinar will be March 30 at 10am.
 - [Please register here.](#)
- **REMINDER - Aspire Timeline Highlights**

March 14-24	<p>After DPI uploads student information into Aspire portal:</p> <p>Test coordinators confirm that student information is correct and make updates as necessary.</p> <p>Test coordinators enter Personal Needs Profiles (PNPs).</p> <p>Test coordinators create paper test sessions for students using Braille, large print, or ASL. Once a paper test session is created, the paper materials orders will be automatically sent to DPI for approval through the portal.</p>
March 14 - April 14	Test coordinators set up online test sessions.
March 30	<p>Deadline to upgrade to TestNav 8.8.</p> <p>If your Technology Coordinator has not updated the TestNav app since last spring (2016) then they will need to completely uninstall the previous version and reinstall to this most recent version of TestNav 8.8. If they have completed a TestNav upgrade after August 10, 2016, then they would not need to uninstall and reinstall; the system upgrades to 8.8 automatically upon initial start-up of the TestNav application.</p> <p>See the TestNav 8 Online Support page for details on upgrading to 8.8.</p>
See Schedule of Events and Checklist of Success for full ACT Aspire calendar.	

- **REMINDER - View the WI Technology Readiness Webinar Recording**
 - Please encourage test coordinators and technology coordinators to view the recording of the Aspire Technology Webinar from 2/22.
 - Link to [recorded webinar](#)
 - Link to [PowerPoint slides](#)

- **REMINDER - Manuals Posted**
 - The following manuals have been updated on the [Wisconsin Aspire Avocet site](#) and the [DPI ACT Aspire assessment webpages](#).
 - [Accessibility Users' Guide](#)
 - [ACT Aspire Portal User Guide](#)
 - [Room Supervisor Manual \(CBT\)](#)
 - [Room Supervisor Manual \(PBT\)](#)
 - [Technical Readiness Manual](#)
 - [Test Coordinator Manual](#)
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Reading Readiness

- **REMINDER- REIMBURSEMENT REQUEST FORM**
 - On March 6, DACs should have received an email from DPI Forms Management asking them to submit the Reading Readiness Reimbursement Request Form. The instructions ask DACs to provide information on the number of students screened in the 2016-17 school year, the screening instrument(s) used, and the amount requested for reimbursement.
 - Deadline for submission of the form is April 7, 2017.
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ACCESS for ELLs

- **NEW - ELP SCREENER CHANGES for 2017-18**
 - For Grades 1-12
 - WIDA will be discontinuing the W-APT on 8/31.
 - The new screener for these grades is called the WIDA Screener.
 - The WIDA Screener is essentially the current ACCESS test with fewer questions.
 - Administration is identical, but Speaking and Writing are scored locally.
 - Paper versions are available for purchase, while the online version is free.
 - MODEL will not be allowed as a screener for grades 1-12 after this school year, as it's no longer completely aligned with the ACCESS for ELLs test and thus not quite aligned with the WIDA Screener either.
 - For Kindergarten
 - You can use either the K-WAPT or the K-MODEL for screening.
 - The K-WAPT remains free, and the K-MODEL is still a district purchase.
 - Training
 - Available now on the WIDA Website [here](#).
 - Availability of WIDA Screener
 - We will enable the WIDA Screener after the Forward Assessment ends to allow you to begin using it and training on it.
- **REMINDER - INFORMATION ON STANDARD SETTING IMPACTS**
 - Last summer WIDA undertook a Standard Setting. This revised the ACCESS for ELLs Cut Scores.
 - Student Progress will look different on ACCESS this year. Information is being released over the next few months [here](#).
 - Webinars Explaining Changes:
 - [March 10, 1:00pm – 2:00pm CT](#)
 - [March 14, 1:00pm – 2:00pm CT](#)

- **UPCOMING DEADLINES**

- **3/7/2017-3/15/2017**
 - Pre-Reporting Data Validation in WIDA AMS
 - Data Validation guide [here](#).
 - Critical Student Demographics:
 - WISEid, Name, Grade, DOB
 - Ensure no split records; most common if booklet was mis-bubbled.
- **4/21/2017**
 - Score Reports and data files received
- **4/21/2017-5/4/2017**
 - Post-Reporting Data Validation Window

Dynamic Learning Maps (DLM)

- **NEW - Required Number of Testlets Per Grade and Content Area**-The chart below shows the number of testlets to expect during spring assessment. It is organized by grade for each subject area. Wisconsin assesses ELA and math in grades 3-11, science in grades 4 and 8-11, and Social Studies in grades 4, 8 and 10. Test Administrators should verify that they have completed all required testlets before the end of the test window. Students may be assigned Field Test testlets once all of the required operational testlets have been completed. Test administrators will know that it is a field test testlet by the naming convention. Field test testlets will contain a 'R' in the name e.g. ELA RI.3.4 IP R4943.

Grade	Math Testlets	ELA Testlets	Science Testlets	Social Studies Testlet
3	6	7	-	-
4	7	7	9	1
5	6	7	-	-
6	6	6	-	-
7	6	6	-	-
8	6	6	9	1
9	6	6	9	-
10	6	6	9	1
11	6	5	9	-

- **NEW - Student Mobility During Window** - Every year, students move during the spring assessment window. Several methods are available to move a student from one school to another. Once testing has begun, some methods are highly effective and some are not recommended. The DLM created [document](#), serves as a guide for these methods. Please contact [Kristen Burton](#) or the [DLM Helpdesk](#) for assistance if necessary.

- **NEW - Teacher Survey-** DLM staff request your help encouraging teachers to participate in the teacher survey in support of the assessment's validity argument. A teacher survey is assigned for every student in KITE® Client. Teachers are encouraged to administer at least one testlet per content area prior to responding to the survey. Sections inquiring about the teacher's experience only need to be completed once if the teacher receives multiple surveys (one per student). The total survey may include between 8 and 12 items and is estimated to take 5-10 minutes to complete.
- **REMINDER** - DLM test tickets will appear in Educator Portal once the test window opens on March 20th. Please remember that test tickets will only appear if a student has been rostered in each required content area and whose First Contact Survey (FCS) has been submitted.
- **REMINDER** - Test Administrators must complete the required training and agree to the security agreement in Educator Portal before they will receive test tickets for a student.
- **REMINDER** - The PowerPoint for the presentation entitled "*Who are Students with the Most Significant Cognitive Disabilities?*" is now posted on the [special education website](#). Additional, materials and guidance will be added to this page as they are finalized.
- **REMINDER - Spring Assessment Resources** - Materials Collections Lists have been posted on the Educator Resource Pages for [ELA, Math](#) and [Science](#). These are lists of materials by subject and grade, including materials to use with alternate test forms for students with visual impairments. The lists contain materials commonly needed in testlets and materials that may be substituted unless the TIP specifically states that no substitutions are allowed. This gives test administrators more opportunity to prepare for the assessment before the testing window opens.

A [Writing Testlet FAQ](#) has also been updated for spring 2017 and added to the Educator Resource Pages. The DLM writing testlets assess a student's ability to communicate using writing and the precursor skills that lead to writing. The FAQ details how writing testlets are assessed in DLM testlets as well as how to prepare to administer a writing testlet as a test administrator.

- **REMINDER-** DPI has created checklists for [Test Administrators](#) and [District Test Coordinators](#) with the required steps for the DLM assessment. We hope that you find these new tools helpful.
- **REMINDER- Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County**
 - With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads. Districts with students attending these schools, should work with these providers to ensure they have all of the relevant information for the DLM uploads.

DAC DIGEST DIGESTIBLES

Important Dates to Remember

February	NAEP assessment window (Jan 30 - Mar 10)	NAEP
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	Week of 2/6 or 2/13: Test coordinator receives initial shipment of nonsecure and secure materials depending on dates selected in PearsonAccessNext.	ACT/WK
	13-27: Window for schools to conduct pretest sessions for ACT and conduct room supervisor and proctor training.	ACT/WK
	20: eDIRECT test setup available	Forward
	20-March 5: Open Accommodations Add Window	Forward
	22: Deadline to submit additional orders for test materials	ACT/WK
	22: Aspire Technology Readiness Training Webinar, 2pm Register here	Aspire
	24: Deadline to complete required test administration training and security agreement before spring window before spring window	DLM
	24: Deadline to mark 'Braille' in student PNP for spring window	DLM
	24: Deadline to submit accommodations late consideration requests	ACT
	28: Initial test date for ACT	ACT
	28 - Mar 14: ACT accommodations testing window	ACT
March	1: Initial test date for WorkKeys	WK
	2: Test coordinator returns all initial test date materials via prescheduled FedEx pick up.	ACT/WK
	3: All data in Educator Portal should be finalized and validated for spring testing	DLM
	1-3: Window to submit make-up order	ACT/WK
	1-15: WorkKeys accommodations testing window	WK
	7: Deadline for school districts to make sure local student information system (SIS) is up-to-date and that data from their SIS are being regularly "pushed" through WISEdata to the DPI data warehouse.	Aspire
	7-15: Pre-Reporting Data Validation Window	ACCESS
	8-10: DPI pulls 9 th and 10 th grade student data from WISEdata and uploads to ACT Aspire portal.	Aspire
	13-20: Window for schools to conduct pretest sessions for ACT make up date.	ACT
	14-24: Test coordinators confirm that student information is correct and make updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.	Aspire
	14 - April 14: Test coordinators set up online test sessions.	Aspire
	15: Pre-Reporting Data Validation Window Closes	ACCESS
	16: Test coordinator returns all accommodations test materials via prescheduled FedEx pick up.	ACT/WK
	16: OSA Office Hours Webinar	
	21: ACT make-up test date	ACT
	20: Forward and DLM test window opens	Forward/DLM
	22: WorkKeys make-up test date	WK
	23: Test coordinator returns all make-up test materials via prescheduled FedEx pick up.	ACT/WK
	30: Deadline to upgrade to TestNav 8.8	Aspire
	30: Aspire Test Administration Training Webinar, 10am	Aspire

Important Tasks to Remember	
<ul style="list-style-type: none"> <input type="checkbox"/> Review DAC Guide <input type="checkbox"/> Review Accessibility Guide and Training <input type="checkbox"/> Review Test Administration Manual <input type="checkbox"/> Review eDIRECT User Guide - Students and Testing 	Forward

<input type="checkbox"/> Practice with Online Tools Trainings	
<input type="checkbox"/> Share TestNav upgrade information with technology coordinators. <input type="checkbox"/> Encourage Technology Coordinators to view the recorded Aspire Technology Readiness Webinar. <input type="checkbox"/> Submit orders for ACT and WorkKeys makeup test materials if needed. Deadline 3/15. <input type="checkbox"/> Upgrade to TestNav 8.8 for Aspire testing. <input type="checkbox"/> Register for the Aspire Test Administration Training Webinar. <input type="checkbox"/> Confirm student data in Aspire portal. <input type="checkbox"/> Enter PNPs in Aspire portal. <input type="checkbox"/> Set up paper and online test sessions in Aspire portal.	ACT High School Assessments
<input type="checkbox"/> Review Data Validation modules <input type="checkbox"/> Plan for Data Validation March 7-15	ACCESS
<input type="checkbox"/> Update secure browser for DLM KITE Client <input type="checkbox"/> Add new users, students and rosters to Educator Portal and <i>validate</i> the data <input type="checkbox"/> Encourage test administrators to complete the required test administrator training as early as possible <input type="checkbox"/> Print and distribute DLM Individual Student Reports (ISRs) from 15-16	DLM
<input type="checkbox"/> Submit the Reading Readiness Reimbursement Request Form by April 7, 2017 <input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ	Reading Readiness

Online Resource Highlights* <i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Description	Assessment
Accessibility Guide	Provides information for classroom teachers, English development educators, special education teachers, and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.	Forward
DTC Training	Recorded District Technology Coordinator Training	Forward
District and Assessment Coordinator Guide	This guide provides District and School Assessment Coordinators in preparing for the Spring 2017 Forward Exam	Forward
Emergency and Inclement Weather Plan	ACT and WorkKeys Inclement Weather Plan	ACT/WorkKeys
Confidentiality Forms	DACs must submit signed confidentiality agreements to osamail@dpi.wi.gov before testing begins. School level test staff sign the appropriate form and it is kept on file at the school or district.	
Ordering Additional Materials Guide	Instructions for placing order for makeup testing materials.	
TestNav 8 Online Support page	Information on upgrading TestNav to 8.8	Aspire
Schedule of Events	Calendar of Aspire dates and deadlines - updated 2/9	
Technology Readiness Webinar	Recording of Aspire Technology Webinar	
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	

Educator Portal User Guide	Provides guidance and support for users navigating Educator Portal	DLM
Data Management Manual	Supports data managers with managing user, student, and roster data in Educator Portal	DLM
Test Administration Manual	Supports Test Administrators in preparing themselves and students for the DLM assessment	DLM
OSA Office Hours Webinar - 11/3 recording now posted	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA